



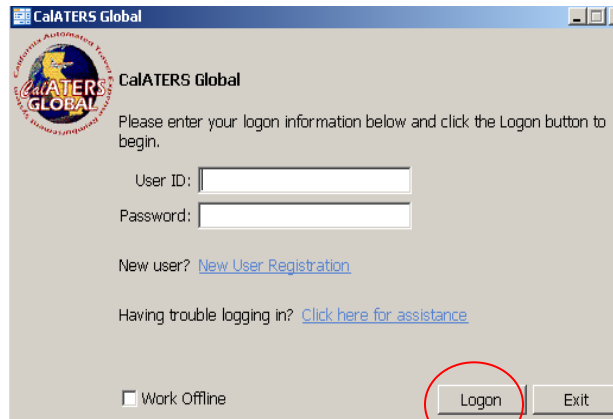
# How to Assign a Submitter

## Step 1

From the CalATERS web site at [http://www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html) Under Global Sign In, click CalATERS Global.

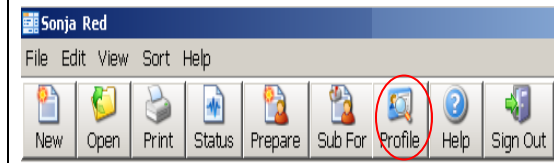



## Step 2



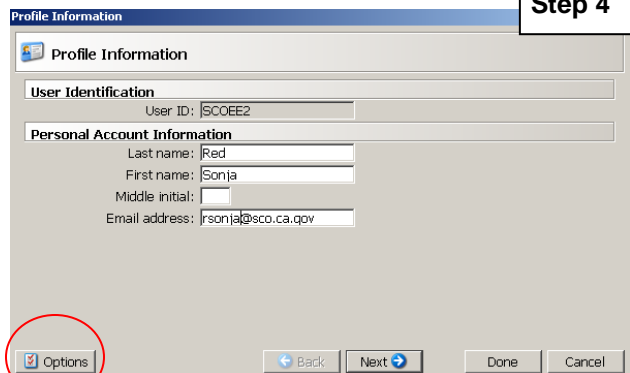
Key User ID and Password.  
Click .


## Step 3



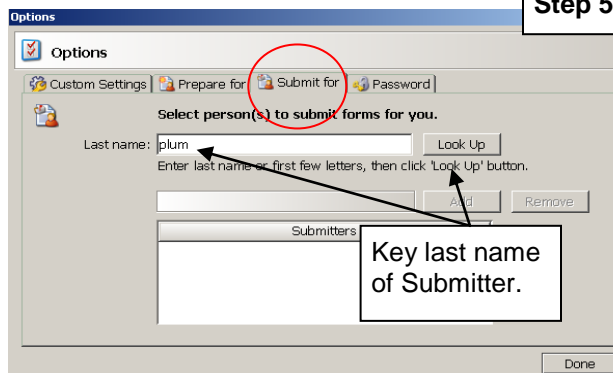
The Work Queue screen will display. On the top of the Work Queue screen, click on the  icon.

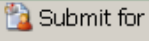
## Step 4

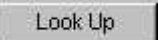


Profile screen will display. Click on  button.

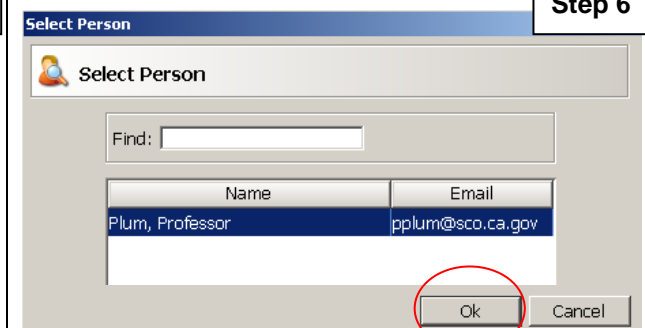
## Step 5



On the Options screen, click on the  tab.

Key the name of the Submitter in the Last Name field then click on .

## Step 6



One or more employees matching the last name will display. If names match use the email address to determine the correct submitter.

Click on your Submitter's name, then click .



# How to Assign a Submitter

## Step 7

Options

Custom Settings Prepare for Submit for Password

Select person(s) to submit forms for you.

Last name: Plum Look Up

Enter last name or first few letters, then click 'Look Up' button.

Professor Plum Add Remove

Submitters

Done

Verify the name identified on the screen then click **Add**.

## Step 8

Options

Custom Settings Prepare for Submit for Password

Select person(s) to submit forms for you.

Last name: Look Up

Enter last name or first few letters, then click 'Look Up' button.

Professor Plum Add Remove

Submitters

Professor Plum

Done

Submitter's name appears in the Submitters box. Repeat Steps 6, 7 and 8 if assigning additional submitters. When completed click **Done**.

## Step 9

Profile Information

User Identification

User ID: JSCEE2

Personal Account Information

Last name: Red

First name: Sonja

Middle initial:

Email address: rsonja@sco.ca.gov

Options Back Next Done Cancel

Click **Done**.

The Submitter(s) you have authorized will now be able to submit a request on your behalf.